





## Fort George G. Meade Medical Department Activity











## A Multi-Force Healthcare Provider



**Information and Welcome Guide 2005** 



## **MEDDAC Mission**

The Fort Meade MEDDAC is a regional healthcare system committed to:

- Warrior readiness
- Surety and
- Enhancing the health of the military family.

## **MEDDAC Vision**

The Fort Meade MEDDAC is a

- **♦** Values driven
- Integrated healthcare system

## Recognized

- As a leader in readiness
- As an excellent choice for quality healthcare
- As providing unparallel customer service
- For excellence through teamwork.

## **MEDDAC Values**

The Fort Meade MEDDAC values are:

- **♦** Loyalty
- Duty
- Respect
- **♦** Selfless-service
- Honor
- Integrity
- Personal courage



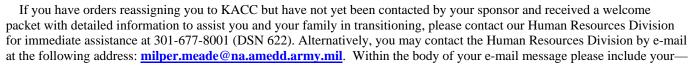
# Welcome to Kimbrough Ambulatory Care Center

## **Commander's Welcome Letter for Newly Assigned Personnel**

On behalf of our officers, noncommissioned officers, soldiers, and civilians, I would like to welcome you to the U.S. Medical Department Activity (MEDDAC) and Kimbrough Ambulatory Care Center (KACC), Fort George G. Meade, Maryland, the Northern Front partner in the Walter Reed Health Care System and National Capital Area Multi-Service Market.

I would like to share a little about our organization. We are a medical department activity comprised of eight separate facilities. Kimbrough, the MEDDAC's headquarters at Fort George G. Meade, is a large ambulatory surgical and primary care center. We provide comprehensive primary and specialty care, ancillary services, and administrative services to more than 50,000 beneficiaries. In addition to KACC, there are seven outlying clinics in Maryland and Pennsylvania that provide excellent primary outpatient and occupational health care services.

Fort George G. Meade is a robust military installation located near the town of Odenton, Maryland, midway between <a href="Baltimore">Baltimore</a>, MD, and <a href="Washington">Washington</a>, DC, which are about 25 miles north and south of the installation, respectively. The historic city of <a href="Annapolis">Annapolis</a>, <a href="capitol of Maryland">capitol of Maryland</a> and home of the <a href="U.S. Naval Academy">U.S. Naval Academy</a>, is just 15 miles southeast. The installation and surrounding communities offer a wide array of social, commercial and education services and activities for service members and their families.



- Full name
- Specialty or MOS
- Marital status
- Information you request
- Current unit of assignment
- Date of your orders
- Reporting date (as stated on your orders)
- Mailing address that you want your sponsor to respond to
- E-mail address(es) that you can be contacted at

I strongly recommend each soldier, married or not, to take advantage of the variety of services offered by the Army Community Service and the various recreational services offered by the installation's Directorate of Community Activities. These services are designed to help you and your family gets the most out of your assignment to the Baltimore-Washington area.

Please explore the rest of this website to learn more about the Fort Meade MEDDAC. I invite you to review our electronic publications, which will assist you in your transition to this command. Again, on behalf of the entire staff, welcome to Fort George G. Meade, "A Community of Excellence." I look forward to meeting you personally. Have a safe journey. Sincerely,

LAURIE A. CUMMINGS Colonel, Army Medical Service Corps Commanding

"Rock Steady"

2480 Liewellyn Ave Fort Meade, Maryland 20755-5800

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## History of the U.S. Army Medical Department Activity (MEDDAC)

The MEDDAC's roots extend back to Camp Meade Hospital, organized in July 1917, as part of the original post. Originally consisting of temporary wooden buildings and tents, Camp Meade Hospital was located along what is now Rock Avenue, about 1/2 mile south of Kimbrough Ambulatory Care Center.

In 1930, Camp Meade Hospital was moved to building 4411, on Llewellyn Avenue, which is presently occupied by the U.S. Army Claims Service and the Center for Health Protection and Preventive Medicine-North. This building accommodated 80 patients and all of the outpatient services required by the Camp's personnel and their dependents.

With the outbreak of WWII, construction was begun immediately on a cantonment hospital of 545 beds on the northern portion of Fort Meade, where Meade High School is currently located, and the Fort Meade Station Hospital services were moved to their new temporary structures in April 1942. Building 4411 was used during the war as an induction station and again after the war as an outpatient services annex for the Fort Meade Hospital until 1972.

July 6, 1950, U.S. Army Hospital at Fort Meade was organized as a subordinate unit to Second U.S. Army.

June 29, 1961, U.S. Kimbrough Army Hospital, a 145-bed acute care community

hospital, was dedicated in honor of Colonel James Claude Kimbrough, the "Father of U.S. Army Urology," and a veteran of both world wars. The cantonment hospital was closed, and except for five buildings that were used as warehouses for the installation's medical supplies, was converted to administrative areas and classrooms for other installation activities.

April 1, 1968, U.S. Kimbrough Army Hospital was transferred to First U.S. Army.

September 1, 1968, U.S. Army Dispensary and Dental Clinic, Fort Detrick, MD, was organized and assigned to U.S. Kimbrough Army Hospital.

November 5, 1969, U.S. Kimbrough Army Hospital was re-designated and reorganized to U.S. Army Medical Department Activity (MEDDAC), Fort George G. Meade.

In 1971, a 9-bed Intensive Care/Coronary Care Unit was added, and in 1972, a 44,000 square foot clinical area were added, which replaced the old hospital outpatient annex located in building 4411.

July 1, 1973, the MEDDAC was transferred to U.S. Army Health Services Command.

August 13, 1978, the MEDDAC was reorganized and its authorized strength was dramatically increased from 550 to 982. This was the year that the MEDDAC ac-

quired the rest of it's outlying U.S. Army health clinics (USAHCs): Kirk USAHC (formerly USAMEDDAC, Aberdeen Proving Ground), Dunham USAHC (formerly USAMEDDAC, Carlisle Barracks), Fort Ritchie USAHC, Fort Indiantown Gap USAHC, Letterkenny USAHC, New Cumberland USAHC, and Tobyhanna USAHC.

The Base Realignment and Closure Commission (BRAC) of 1995 was responsible for several major changes in the MED-DAC's structure: U.S. Kimbrough Army Hospital was downgraded to an outpatient clinic. This change occurred on July 1, 1996, when Kimbrough closed it's emergency room and became Kimbrough Ambulatory Care Center. U.S. Kimbrough Army Hospital was officially discontinued as an organization on October 1, 1996; however, on that date it was officially reestablished as Kimbrough Ambulatory Care Center. Fort Ritchie USAHC was closed by the BRAC. The clinic ceased operations on August 31, 1998; its personnel were transferred to the Fort Detrick USAHC, and it was inactivated on October 1, 1998, along with the rest of Fort Ritchie.

February 18, 2000, the Fort Detrick USAHC was re-designated Barquist USAHC when it moved into its newly constructed facility at Fort Detrick.

October 1, 2000, Tobyhanna USAHC was transferred to the West Point MEDDAC.

## COL. James Claude Kimbrough



Colonel James Claude Kimbrough, the "Father of U.S. Army Urology," was a native of Madisonville, Tennessee, and received his medical degree in 1916 from Vanderbilt Univer-

sity.

After entering the Army in 1917, he served with the American Expeditionary Force in France and Germany until 1921. Following valescent recovery while Commanding

a period of varied assignments at Army Hospitals, he completed special training in urology at the Mayo Foundation in 1928.

He was awarded the Bronze Star for his performance of duty as Chief of the Professional Services Division, Office of the Surgeon General, European Theater of Operations from June 1942 to February 1945, and the Legion of Merit for his outstanding contributions in the area of convalescent recovery while Commanding

Officer, Percy Jones Convalescent Hospital from April 1945 to June 1946.

In recognition of his eminence in the special field of urology and his personal contribution to the medical service, Colonel Kimbrough was appointed Consultant in Urology to Walter Reed Army Medical Center by Special Act of the 83d Congress, immediately following his retirement from active duty in August 1953. He died on August 19, 1956, at the age of 68.

## **MEDDAC Crest**



The unit crest is proudly worn by all military members of the U.S. Army Medical Department Activity, Fort George G. Meade. It is composed of the Geneva Cross, universal symbol of aid and comfort; the staff of Aesculapius, the Greek symbol of the god of healing; the Botonne Cross from the Maryland state flag, symbol of freedom from oppression; and the maroon and white colors of the Army Medical Department whose mission

is to conserve the fighting strength. This crest symbolizes the professional and personal commitment of the staff to the delivery of the finest in health care.

## **General Information**

We are conveniently located about midway between Baltimore and Washington D.C. with easy access from I-95 or 295 (Baltimore-Washington Parkway) via routes 32 or 175 (Map). Kimbrough is a freestanding ambulatory and same day surgical center that serves more than 50,000 beneficiaries on and around Fort Meade.

Kimbrough is the headquarters of the U.S. Army Medical Department Activity (MEDDAC), Fort George G. Meade, which also includes a number of U.S. Army health clinics, occupational health clinics, and environmental health clinics at several other installations in Maryland and Pennsylvania.

Kimbrough provides primary care, selected specialty care and same day surgery for TRICARE Prime patients, Monday through Friday between 7:30 a.m. and 4:30 p.m., with extended Primary Care Clinic hours Monday through Friday between 4:00 p.m. and 8:00 p.m. Non-Prime patients may be seen for same-day problems on a space available basis.

Since Kimbrough is not a hospital, emergency services are not available at Kimbrough. Persons who require an emergency room are advised to go to the closest military or civilian hospital. Dial 911 for emergencies.

## **American Red Cross**

Kimbrough Ambulatory Care Center has a *Patient Administration Division* Red Cross Coordinator located across from the Medical Library. This office is the epicenter of all volunteer activities within the clinic. Kimbrough Ambulatory Care Center (KACC) cherishes its volunteers who can be seen throughout the organization. Volunteers frequently work the Information Desk, clinics, and Pharmacy and they

are a large part of the KACC family. Information concerning the Red Cross volunteer availability program can contact the RC Coordinator at 301-677-8218.

For information on assisting families and soldier in distress; as well as contacting people for emergencies, taking emergency leave, blood drives, etc. call 301-677-8121.

## Customer Service Team

Our staff of the Customer Service Team consists of the Customer Service Representatives, Patient Representative, Chaplain and Red Cross Volunteers.

Our mission is to meet the needs of the patients and employees of Kimbrough Ambulatory Care Center, and to assist customers in receiving proper information in a timely and professional manner. We ensure, along with the Kimbrough Marketing Office, that policy changes are communicated effectively to the KACC family.

Our goal is to increase patient and staff satisfaction with Kimbrough by providing answers to frequently asked questions and assisting with the understanding of KACC MEDDAC policies.

We are open to serve you from 0730 until 1630, Monday—Friday. Please direct any issues that arise after our business hours to the Administrative Officer of the Day (AOD) at the information desk or by calling 301-677-8741. All issues brought to the AOD are followed up on the next business day.

We are located directly across from the Warrior Team. Feel free to stop by, we will be happy to assist you. You may also leave a message on our voice mail at 301-677-8836, and we will get back to you, usually within 24 hours.

## **Outpatient Records**

Medical records are the property of the United States Government. Medical records do not belong to the individual whose care and treatment they reflect. Personnel who are not involved in a patient's care or approved medical research are not entitled to access any medical information pertaining to a patient.

Medical information is seen and processed by clerical and administrative support personnel. This access is necessary for the proper processing of medical information. However, inappropriate disclosure of medical information is grounds for administrative or disciplinary action against the informant. In order to properly safeguard medical records, except in unusual circumstances, patients ARE NOT authorized to hand carry their records. Patients will, upon written request, be provided a copy of their record.

Providers will insure that medical records are completed immediately after a patient encounter and returned to the records room. Under no circumstances will a provider take medical records from the clinic premises.

## Organization Day

The Staff at KACC works hard and plays hard. Each year, KACC conducts its annual Organizational Day. That day is an opportunity for members of the Kimbrough Family to share with one another in a picnic environment the uniqueness of being part of the organization. Activities for young and old alike are planned to include sports tournaments, music, food, children's activities etc. The Day generally starts at noon and the Organization Day area is designated as an official place of duty for our employees.

## <u>Kimbrough's Adverse Weather</u> <u>Operations</u>

Whenever Fort Meade implements reduced operations because of adverse weather, Kimbrough Ambulatory Care Center will reduce its operations accordingly. All medical services, to include pharmacy services, will be suspended until normal operations are resumed.

Patients with appointments or scheduled surgeries on days when there is adverse weather should check to see if the installation is at reduced operations before coming to Kimbrough. To do this, listen to or watch for announcements specifically addressed to "Fort Meade personnel" on participating Baltimore, Annapolis, and Washington radio and television channels, or call the Fort Meade 24-hour Adverse Weather Line: 301-677-6323. Patients who miss their appointments or surgeries will be rescheduled.

The commander of Kimbrough Ambulatory Care Center has implemented this policy for the safety and well-being of Kimbrough's patients and staff.

## Patient Rights

**Quality Care** - You have the right to quality care and treatment that are available and medically indicated, regardless of race, gender, national origin or religion.

Respect and Dignity - You have the right to considerate and respectful care, with recognition of your family's religious and cultural preferences.

Privacy and Confidentiality - You have the right to privacy and confidentiality concerning medical care. This includes expecting any discussion or consultation about your care to be conducted discreetly and privately. You have the right to expect that your medical record be read only by people involved in your treatment or the monitoring of its quality and by other individuals only when authorized by you or your legally authorized representative.

**Identity** - You have the right to know the name and professional status of the individuals who provide your care and which practitioner is primarily responsible for your care.

**Information** - You have the right to understand tests, medications, procedures and

treatments, their risks, their benefits, their costs and their alternatives prior to consenting to the test, medication, procedure or treatment. You have the right to complete and timely information regarding your illness and known prognosis (expected outcome and unanticipated outcomes). You have the right to see and obtain a copy of your medical record.

**Refusal of Treatment** - You may refuse medical treatment within the extent permitted by law, and you have the right to be informed of the consequences of refusing that treatment.

Advance Directives - You have the right to designate a representative to make health care decisions if you become unable to do so. You have the right to formulate an advance directive (living will and/or medical durable power of attorney), and to take part in ethical discussions pertinent to your care.

**Research** - You have the right to be advised of research associated with your care. You have the right to refuse to participate in any research projects.

**Safe Environment** - You have the right to care and treatment in a safe environment and the right to protective services in cases of abuse.

Clinic Rules and Regulations - You have the right to be informed of the facility's rules and regulations that relate to your conduct as a patient and how patient complaints are initiated, reviewed, and resolved.

**Pain Management** - You have the right to the appropriate assessment and effective management of pain. You have the right to information about pain and pain relief measures.

## **Patient Responsibilities**

Maintain Positive Health Practices - You have the responsibility to develop and maintain positive health practices: good nutrition, sleep and rest, exercise, positive relationships and stress management. Providing Information. You have the responsibility to give your physicians and health care providers accurate and complete information about your illness, the presence of pain, medical history and medications. You have the responsibility to

communicate to your health care provider your understanding of your treatment and what is expected of you.

Compliance With Medical Care - You have the responsibility to follow your physician's and health care provider's recommendations to the best of your ability, and to ask questions if you have problems or concerns and work. You are responsible for keeping appointments, filling prescriptions, following through on health care instructions, and adhering to the guidelines of the clinic.

## **Supervision of Underage Children -**

There are inherent dangers in leaving children under eight years of age unsupervised in the waiting areas of the clinic, including injury to the child or other patients. You have the responsibility to arrange adequate childcare for your underage family members during your medical appointments.

Respect and Consideration - You are responsible for treating our staff and other patients with respect, and consideration. Smoking Policy - You will refrain from smoking while in the facility or within fifty feet of the building.

Medical Records - ALL MEDICAL RE-CORDS DOCUMENTING CARE PRO-VIDED BY ANY MILITARY MEDI-CAL TREATMENT FACILITY ARE THE PROPERTY OF THE U.S. GOV-ERNMENT. All medical records are required to be maintained at a Military Treatment Facility (MTF). If you must handcarry your medical records to an appointment at another facility you are responsible for ensuring the records are promptly returned to the appropriate MTF.

Reporting of Patient Complaints - You are responsible for helping the command provide the best possible care to all beneficiaries. You should report any recommendations, questions or complaints to the designated patient representative. Financial Obligation - You are responsible for ensuring that the cost of your health care is promptly paid.

Making Choices - You have the responsibility to make choices in your own best interest based on a clear understanding of your medical care, its costs, risks and alternatives. You have the responsibility to ask for information on your illness, work with your health care provider to develop a

treatment/pain management plan, to learn what you can and to do what you can to help maintain the best health possible.

**Patient Safety** - "Speak Up" to improve the quality of your health care.

Speak up if you have questions or concerns.

Pay attention to the care you are receiving.

Educate yourself about your diagnosis, medical test and treatment plan.

Ask a family member or friend to be your advocate.

Know what medications you take and why you take them.

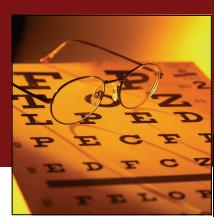
Use a health care organization that is certified by JCAHO.

Participate in all decisions about your treatment.

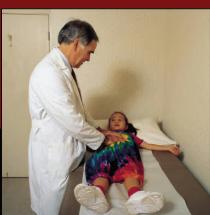




Information about Our Clinics and Our Services







## **Primary Care**

## <u>Emergency Medical Services</u> (EMS)

Twenty-four hour ambulance service is available on Fort George G. Meade, and backup coverage is provided by Anne Arundel County and contract ambulances. Emergency patients will be transported to the nearest civilian Emergency Room, in accordance with Maryland Emergency Medical Services standards.

## <u>Family Care Center:</u> (Red Team)

#### Clinic location:

Building #2480, located at the corner of Llewellyn and Ernie Pyle Avenues. Patients should use the Outpatient clinic/Pharmacy entrance. Upon entering the first floor from the Outpatient clinic/Pharmacy entrance turn left.

### Services rendered:

The family care clinic serves Kimbrough Prime Patients ages 3 days and above who are assigned to the Family Practice Red Team. Patients under the age of 18 will not be examined without a parent or guardian present in the clinic. Guardians must possess valid proof of medical power of attorney. (Exceptions to treating minors under the age of 18 are noted in the Annotated Code of Maryland; Title 20 and include minors seeking treatment for drug abuse, alcoholism, venereal disease, pregnancy, contraception, and examination and treatment from an alleged rape or sexual offense) Guardians must possess valid proof of medical power of attorney.

General clinic services include minor acute illness care, routine care, wellness appointments (i.e. Well women (PAP) appointments and general medical physicals covered by Tricare benefits- this does not include CDL or other specialized examinations), chronic disease management, and referral services. Obstetrical care is coordinated with Bethesda National Naval Medical Center (NNMC). All pregnant patients are seen at NNMC for their initial evaluation. After the initial visit, low risk pregnant patients may choose to be seen at Kimbrough in the Specialty Services clinic on the 3rd floor for routine scheduled preg-

nancy visits.

Patients are required to bring their ID card for all visits.

Guardians must possess valid proof of medical power of attorney.

## Walk-in services:

(all other services are by appointment only)

- 1. Pregnancy Testing is available during normal clinic hours 0830-1600.
- 2. Depot Provera, Depo Luron, Vitamin B-12, and other prescribed injections available during normal clinic hours until 1600. Patients must have a written order in the medical record for the injection from a military health care provider. The patient must report to the pharmacy prior to the visit to pick-up the injection order label. Clinic staff will pick-up the actual medication at the pharmacy. Patients must remain in the clinic for 20 minutes following any injection.
- 3. Medication refills Refills are usually given at routine scheduled appointments. Patients on chronic medications may receive a one-time 7day courtesy refill at the pharmacy on select medications. (examples of medications that may be refilled on a courtesy basis include: high blood pressure, diabetes, and thyroid medication. Medications that are not refilled on a courtesy basis include: birth control pills, allergy medications, antidepressants, pain medication, and controlled substances such as Ritalin).

However, if a refill is needed prior to an appointment and cannot be refilled on a courtesy basis, the patient may walk into the clinic during normal duty hours. The patient will be screened and a refill request form will be completed. The provider will order the medication as appropriate and will provide instructions for follow-up.

No refills will be given over the phone or during the hrs 1130-1245. All Pediatric patients must see the provider for medication refills.

4. School/Sports Physical exam and other forms - if a patient has had a complete physical exam in the last year that is documented in the medical record. school/sports physical forms may be left with the Clinic Charge Nurse. All forms must have the patient information sections completed and be accompanied by the medical record and shot record. The provider will transcribe information from the previous exams onto the new forms and sign the physical forms as having been previously completed and currently reviewed. Other forms will be reviewed and filled out if sufficient information is available from the medical record. The forms may be picked up 72 hours later. If the provider has any concerns, the patient will be asked to schedule an appointment.

## **Appointment information:**

All appointments are made by calling 301-677-8606 between the hours of 0600-1800, Monday through Friday.

All provider visits are by appointment only. Kimbrough is an outpatient clinic and does not have an emergency room. For any injury or illness that may cause the loss of life, limb, or sight, go to the nearest emergency room.

## After-hours care:

A limited number of acute care appointments are available in the After Hours Clinic Mon-Fri from 1600- 1730. Please call 301-677-8606 for an appointment.

Patients with urgent medical conditions wishing to speak to a Primary Care Manager after hours may call 301-677-8800.

## Late policy:

If you arrive more than 10 minutes past the time of your scheduled appointment, you may be rescheduled into another appointment slot if available or you may be seen at the end of the morning or end of the afternoon. Routine appointments may need to be rescheduled to another day.

## **IMPORTANT:**

Unless you have been specifically instructed to call a clinic directly to schedule an appointment, please call (301) 677-8606 or (410) 674-7116 to schedule appointments.

## <u>Family Care Center:</u> (White Team)

#### Clinic location:

Building #2480, located at the corner of Llewellyn and Ernie Pyle Avenues. Patients should use the Outpatient clinic/Pharmacy entrance or the Dental Clinic entrance. Upon entering the first floor from the Outpatient clinic/Pharmacy entrance go down the hallway pass the pharmacy windows toward the HO Wing and you will see the sign for White Team/Allergy Immunization Clinic. From the Dental clinic entrance, take the right hand turn and go straight down the hallway to the end turn left, go pass the pharmacy windows straight down the hallway and you will see the sign White Team/Allergy Immunization Clinic. The clinic will be on the right side of the hallway.

## Services rendered:

The family care clinic serves Kimbrough Prime Patients of all ages who are assigned to the Family Practice White Team. Patients under the age of 18 will not be examined without a parent or guardian present in the clinic. (Exceptions are noted in the Annotated Code of Maryland; Title 20 and include minors seeking treatment for drug abuse, alcoholism, venereal disease, pregnancy, and contraception, and examination and treatment from an alleged rape of sexual offense) Guardians must possess valid proof of medical power of attorney. Patients are required to bring their ID card and medical record for all visits.

General clinic services include minor acute illness care, wellness appointments (i.e. general medical physicals and well woman (PAP) appointments), chronic disease management, and referral services. Obstetrical care is coordinated with Bethesda National Naval Medical Center (NNMC). All pregnant patients are seen at NNMC for their initial evaluation. After the initial visit, low risk pregnant patients may choose to be seen at Kimbrough in the Specialty clinic on the 3rd floor for routine scheduled pregnancy visits.

EKGs - Patients requiring EKGs who are assigned to the White Team will have their EKGs performed in the White team.

Pregnancy Testing - is available during normal clinic hours 0730-1530.

Depot Provera, Depo Luron, Vitamin B-12, and other prescribed injections - available during normal clinic hours until 1600. Patients must have a written order in the medical record for the injection from a military health care provider. The patient must report to the pharmacy prior to the visit to pick-up the injection order label. Patients must remain in the clinic for 20 minutes following any injection.

Medication refills - Refills are usually given at routine scheduled appointments. Patients on chronic medications may receive a one-time 7day courtesy refill at the pharmacy on select medications. (examples of medications that may be refilled on a courtesy basis include: high blood pressure, diabetes, and thyroid medication. Medications that are not refilled on a courtesy basis include: birth control pills, allergy medications, antidepressants, pain medication, and controlled substances such as Ritalin).

However, if a refill is needed prior to an appointment and cannot be refilled on a courtesy basis, the patient may walk into the clinic between 0730-1530 with their medical record. The patient will be screened and appropriate actions taken on a case by case basis. No refills will be given over the phone.

School/Sports Physical exam and other forms - if a patient has had a complete physical exam in the last year that is documented in the medical record, school/sports physical forms may be left at the front desk for completion. All forms must have the patient information sections completed and be accompanied by the medical record and shot record. The provider will transcribe information from the previous exams onto the new forms and sign the physical forms as having been previously completed and currently reviewed. Other forms will be reviewed and filled out if sufficient information is available from the medical record. The forms may be picked up 72 hours later. If the provider has any concerns, the patient will be asked to schedule an appointment.

## After-hours care:

A limited number of acute care appointments are available in the After Hours Clinic Mon-Fri from 1600- 1730. Please call 301-677-8606 for an appointment.

Patients with urgent medical conditions wishing to speak to a Primary Care Manager after hours may call 301-677-8800.

## <u>Family Care Center:</u> (Blue Team)

#### Clinic location:

Building #2480, located at the corner of Llewellyn and Ernie Pyle Avenues. Patients should use the Outpatient clinic/Pharmacy entrance. Upon entering the first floor from the Outpatient clinic/Pharmacy entrance, turn left immediately after passing the Information Desk. The clinic is located on the left side of the hall. From the dental clinic entrance, take the right hand turn and follow the signs. The clinic will be on the right side of the hallway.

## Services rendered:

The family care clinic serves Kimbrough Prime Patients ages 0-99 years old who are assigned to the Family Practice Blue Team. Patients under the age of 18 will not be examined without a parent or guardian present in the clinic. Guardians must possess valid proof of medical power of attornev. (Exceptions to treating minors under the age of 18 are noted in the Annotated Code of Maryland; Title 20 and include minors seeking treatment for drug abuse, alcoholism, venereal disease, pregnancy, contraception, and examination and treatment from an alleged rape or sexual offense) Guardians must possess valid proof of medical power of attorney.

General clinic services include minor acute illness care, routine care, wellness appointments (i.e. Well women (PAP) appointments and general medical physicals covered by Tricare benefits- this does not include CDL or other specialized examinations), chronic disease management, including the Coumadin Clinic and referral services. Obstetrical care is coordinated with Bethesda National Naval Medical Center (NNMC). All pregnant patients are seen at NNMC for their initial evaluation. After the initial visit, low risk pregnant patients may choose to be seen at Kimbrough in the Specialty Services clinic on the 3rd floor for routine scheduled pregnancy visits.

Patients are required to bring their ID card for all visits.
Guardians must possess valid proof of

medical power of attorney.

#### Walk-in services:

(all other services are by appointment only)

- **1.** Pregnancy Testing is available during normal clinic hours until 1530.
- 2. Depot Provera, Depo Luron, Vitamin B-12, and other prescribed injections available during normal clinic hours until 1530 hours. Patients must have a written order from a military health care provider in the medical records. The patient must report to the pharmacy prior to the visit to pick-up the injection order label. Clinic staff will pick-up the actual medication at the pharmacy for final administration. Patients must remain in the clinic for 20 minutes following any injection.
- 3. Medication refills Refills are usually given at routine scheduled appointments, however, patients requesting a medication refill prior to an appointment can walk in to the clinic during business hours. The patient should stop by Medical Records and request that their record be sent to the Blue Team. The patient will be screened and the refill request forms completed. You will not physically have an appointment with your Primary Care Manager (PCM), however, they will review the chart and determine the amount of refills that you will be given. You will often be asked to schedule an appointment for periodic follow up care to ensure that you are benefiting fully from the medication.

The Pharmacy offers a one-time 7 day courtesy refill on select medications. (Examples of medications that may be refilled on a courtesy basis include: high blood pressure, diabetes, and thyroid medication. Medications that are not refilled on a courtesy basis include: birth control pills, allergy medications, antidepressants, pain medication, and controlled substances such as Ritalin).

No refills will be given over the phone.

**4.** School/Sports Physical exam and other forms - if a patient has had a complete physical exam in the last year that is documented in the medical record, school/sports physical forms may be left at the front desk for completion. All forms must have the patient information sections completed and be accompanied by the medical record and shot record. The pro-

vider will transcribe information from the previous exams onto the new forms and sign the physical forms as having been previously completed and currently reviewed. Other forms will be reviewed and filled out if sufficient information is available from the medical record. The forms may be picked up 72 hours later. If the provider has any concerns, the patient will be asked to schedule an appointment.

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## After-hours care:

A limited number of acute care appointments are available in the After Hours Clinic Mon-Fri from 1600- 1730. Please call 301-677-8606 for an appointment.

Patients with urgent medical conditions wishing to speak to a Primary Care Manager after hours may call 301-677-8800.

## Warrior Clinic

The Warrior clinic sees TRICARE Prime active duty service members.

## **Appointment information:**

Appointments are made by calling 301-677-8606 between the hours of 0600-1800, Monday through Friday.

We do not have a walk-in sick call, however, Physical Therapy runs an Active Duty Walk-In Sick Call Monday through Friday from 0730-0900 in the Musculoskeletal Center located on the third floor. This service is for musculoskeletal complaints and is on a first come-first served basis.

For any injury or illness that may cause the loss of life, limb, or sight, go to the nearest emergency room.

## After-hours care:

A limited number of acute care appointments are available in the After Hours

Clinic Mon-Fri from 1600- 1730. Please call 301-677-8606 for an appointment.

Patients with urgent medical conditions wishing to speak to a Primary Care Manager after hours may call 301-677-8800.

## Clinic location:

Building #2480, located at the corner of Llewellyn and Ernie Pyle Avenues.

Patients should use the Outpatient clinic/Pharmacy entrance. Upon entering the first floor from the Outpatient clinic/Pharmacy entrance continue past the Information Desk, the Warrior Team is located on the left side of the hall.

## Vision & Hearing Clinic

#### **Clinic Location:**

Building #2480, located at the corner of Llewellyn and Ernie Pyle Avenues. Our clinic is on the first floor in Vision Hearing.

## **Optometry**

## **Services rendered:**

The Optometry Clinic serves all ages and categories of TRICARE Prime patients. Active duty soldiers have priority. All appointments not claimed by active duty two weeks out are opened to all other eligible beneficiaries.

The staff evaluates and treats visual problems with glasses and contacts. We use diagnostics and therapeutics to evaluate and treat external ocular diseases and injuries. We evaluate and consult or refer to ophthalmology those situations that require more complicated or surgical intervention.

We order and adjust military glasses, protective mask inserts, and safety glasses. We have a wide selection of free, attractive, civilian style glasses for active duty soldiers (one pair per year) and civilian workers who are authorized safety glasses as part of the Post Occupational Vision Program.

## **Appointment information:**

For appointments, please call 301-677-8606. Please note that Optometry is a primary care clinic, and a referral is therefore not required.

If you were seen recently and need a fol-

low-up appointment, or if you have a special question, please call us directly at 301-677-8800.

If you have an eye injury or disease, please call 301-677-8800 and we will get you into our clinic immediately. (If you get a chemical in your eye, rinse copiously with water for 15 minutes. For serious injury, go to your nearest emergency room.)

Active duty should report to the <u>Warrior Clinic</u> (not the Optometry Clinic) for SRP, PHA, and all physicals.

Spectacle fitting adjustments to military frames are performed during all clinic hours. If you have other needs, please call the clinic to determine if you may walk in or if an appointment is needed.

If your glasses are not fitting comfortably and need adjustment, just walk-in during normal duty hours and we will correct the problem.

## After-hours care:

For serious ocular injury, go to your nearest emergency room.

Children in Clinic is uniform throughout Kimbrough: Children will not be routinely allowed in exam room unless they are directly seeking medical care. Children under age 10 must be in direct line-of-sight of parent or guardian at all times. Children over age 10 must have appropriate supervision and will remain in waiting area during parent's appointment.

## Late Policy:

If you are more than 15 minutes late, we may need to either reschedule you or see you at the end of the morning or end of the afternoon.

## Other useful information:

Examinations usually take about one hour.

Expect to have your eyes dilated as part of the health assessment of your eyes. This test will result in blurry near vision and light sensitivity for the rest of the day. The clinic will provide temporary sunglasses when you leave.

Active duty who wear glasses are required to have two pair of clear glasses and inserts to be considered deployable.

Active duty may not wear contact lenses into a field or combat environment IAW AR 40-5, para 5-15, a(12).

## **EENT & Ophthalmology**

There are currently no ENT physicians visiting Kimbrough.

## Services rendered:

Audiology and Hearing Conservation provides hearing exams for active duty soldiers, DOD civilians, physicals exam patients, retirees, and dependants over the age of 4. Patients under 4 years of age are seen at WRAMC. In addition earplug fittings and health education are provided for member of the Hearing Conservation Program.

Ophthalmology treats all diseases of the eye and performs ocular surgery when necessary.

## **Appointment information:**

Ophthalmology serves active duty, retirees and their family members over the age of 12. Patients under the age of 12 are all seen at Walter Reed.

You must have a referral from a primary care provider in order to schedule an appointment. With that referral, schedule an appointment by calling our appointment line at 301-677-8606.

If you have been seen recently and needs a follow-up appt., they can call the clinic directly (301) 677-8013/8014.

For an eye injury or trauma during duty hours, go to Optometry (301-677-8800), your primary care physician, or to the nearest emergency room. If necessary, they will refer you to ophthalmology for further care

For chemical spills, flush the affected eye continuously for 15 minutes, then report to the emergency room.

Children in the Clinic: Due to limited waiting room space, we ask that you only bring in children that have appointments in our clinic, or make arrangements for childcare on your appointment days.

## **No-shows Policy:**

If you are more than 15 minutes late for an appointment, we will reschedule you for another date.

## Other useful information:

Exams are usually an hour long; for most of the exams our patients are dilated to do a full health assessment of the eyes. Dilation results in blurry near vision (reading distance) and light sensitivity the day of the dilation. We can provide you with a temporary pair if sunglasses upon completion of your appointment.

If you are a contact lens wearer, have them out for 24 hours if they are soft lenses and 72 hours if they are hard lenses.

Bring your most current glasses prescription with you to your appointment.

## **Specialty Care**

## Anesthesia

The American Association of Nurse Anesthetists has an excellent website that may answer some of your pre-operation questions. The site is <a href="www.aana.com">www.aana.com</a>, click on public icon

The Association of PeriOperative Registered Nurses maintain a web site that links to several other sites that explain various surgical procedures.

## Staff:

Primary staffing consists of two military certified registered nurse anesthetists (CRNA), two civilian contract CRNAs, and one board certified anesthesiologist. Certain surgical cases such as pediatric procedures may require two anesthesia providers.

### **Services:**

Anesthesia care of the surgical patient involves preoperative, intraoperative, and postoperative assessment, planning, intervention, and evaluation. Care depends on the complexity of the surgical procedure and the individual physiological, psychosocial, and teaching needs of the patient. The surgeons, anesthesia providers, perioperative nursing staff and Post-Anesthesia/Same Day Surgery nursing staff work collaboratively to provide optimal care to the surgical patient.

The KACC anesthesia service routinely provides all techniques of general anesthesia, major regional anesthesia (subarachnoid block, epidural/caudal, brachial plexus block, interscalene), peripheral nerve block, and monitored anesthesia care. Other techniques, such as management of the complicated airway, invasive monitoring, and controlled hypotension, are provided when necessary.

## **Patients Served:**

The mission is to serve active duty, retirees, family members, and specially designated patients from diverse social and economic backgrounds. The population age range is from infants greater than 3 months to the geriatric patient. Typical KACC surgical patients have an ASA (American Society of Anesthesiologists) 1 or 2 classification. ASA 3 patients are accommo-

dated if there is a low surgical trespass (cataract excision) and frequently the procedure can be done under local anesthesia. General and regional anesthesia is permitted on ASA 3 patients providing that the patient's medical conditions are well controlled and the risk for postoperative complications is minimal. Patients are screened by both the surgeon and anesthesia staff for their suitability as surgical outpatients at this facility. Examples of contraindications for surgery beyond the ASA classifications (list not exclusive): patients with diseases requiring airborne, contact, or droplet isolation precautions, sleep apnea, malignant hyperthermia, latex allergy, anticipated surgical blood loss that warrants a pre-operative type and screen test, or if no responsible adult is available to escort the patient home after surgery.

## Laboratory Services

## **Hours of Operation:**

0700 to 1700 hours Monday through Friday, closed weekends and holidays. The Phlebotomy Room operates on a walk-in basis. Military in uniform have priority during peak hours.

## **Phone Number:**

301-677-8800

#### **Clinical Location:**

Kimbrough Ambulatory Care Center, 2480 Llewellyn Avenue, first floor, Room 1A64B.

## **Sections Include:**

Chemistry, Hematology, Microbiology, Urinalysis, Shipping, Serology, Phlebotomy

## **Services Offered:**

- Routine Venipuncture, Finger stick, Heel stick
- Urine Collection
- Culture Collection for processing and handling problems
- Glucose Tolerance Testing
- Occult Blood Testing
- Two-hour Post-Prandial
- HIV collection and reporting
- Stool collection and analysis

- Semen analysis
- Chemistry testing (various tests)
- Hematology testing (CBC, PT, PTT, Coumdian, ESR)

Blood Alcohol must be submitted on MEDDAC Form 181 in duplicate with a documented continuous chain of custody. Please call the Lab for more information.

## **Services NOT Offered:**

- No Toxicology, therapeutic drug monitoring or Blood Gas is performed at KACC laboratory.
- No Blood Bank available.

## **Laboratory Policies:**

- Accurate patient identification is absolutely essential.
- All orders for tests requested must be entered in CHCS
- Follow CHCS downtime procedure in General Lab Policy Section for procedure of CHCS downtime
- Patients, who walk in with STAT request(s) will be downgraded to ASAP.
- ASAP turn around time is four hours.
- STAT turn around time is one hour.
- Results will not be fax ed or mailed.
- All specimens must be be submitted in properly labeled container with patient's name, SSN, Family Member Prefix and date.
- Specimens must be delivered to the laboratory during normal duty hours and logged in Master log book.
- Patients requesting information regarding laboratory results or other confidential lab information will be referred to their Health Care Provider, Clinic or Patient Administration Division (PAD). Confidential laboratory information will not be given over the telephone. (Please notify your Health Care Provider if you have any questions).
- Patients should ensure that your Health Care Provider places your order into the computer.

## **Unsatisfactory Specimens:**

- Urine not refrigerated or collected with proper preservative
- Specimen obviously contaminated
- Specimen delivered after required delivery time
- Specimen placed in wrong container

## **Appointments:**

Testing that requires an appointment are Semen Analysis and 3-hour Glucose Tolerance Test. You do NOT have to make an appointment for routine blood collection.

For instructions on tests that have certain requirements before collection, please check with your Health Care Provider or call our Reception Desk at (301) 677-8800 for instructions. You may also stop by lab for information/instruction sheets.

It is also OKAY to drink ONLY WATER while fasting.

## **Test Cancellations/Sample Rejections:**

- If a test is cancelled due to inappropriate samples or mishandled specimens, lab section receiving sample will reorder and call patient back for retest.
- All samples will be rejected if not labeled or signed.
- Test cancellation of tests ordered STAT or ASAP will be called immediately to the Health Care Provider.

## Musculoskeletal Clinic

## **Clinics Included:**

Orthopedics, Physical Therapy, Podiatry, Chiropractic

## **Clinic Location:**

Kimbrough Ambulatory Care Center, third floor, with reception desk right across from elevators

## **Services Offered:**

Orthopedic consultation for the upper and lower extremities

Podiatry consultation

Physical therapy consultation for the spine, upper and lower extremities

Chiropractic consultation

Aquatic rehabilitation

Knee, running shoe, exercise/fat loss, injury prevention, Master Fitness Update and

back education classes.

## **Services NOT Offered:**

Adult or pediatric neurological rehabilitation (i.e. Stroke, Brain Injuries, Spinal Cord Injuries) Wound care

## **Appointment information:**

Physical Therapy runs a Walk-In Sick Call daily from 0730-0900. This service is for musculoskeletal complaints and is on a first come-first served basis. If there are multiple musculoskeletal issues to be addressed, you should instead make an appointment through a referral provided by your PCM. All other clinics in the Musculoskeletal Center operate under an appointment basis. All appointments require referral from your PCM. Please call (301) 677-8606 to make your appointment.

If you have a serious orthopedic or podiatry problem after hours, call the Walter Reed Army Medical Center. For orthopedic problems, please call 202-782-6573/6574, and for podiatry problems, please call 202-782-6750.

The policy on Children in the Clinic is uniform throughout Kimbrough and is based on Maryland State law and Fort Meade policy: Patients who have children under age eight are encouraged to schedule their appointment at a time when they can arrange for child care or can bring a responsible person with them to watch the child. All children under age eight must have supervision in direct line of sight of a parent or a reliable person at least 13 years of age at all times.

For Physical Therapy treatments, only the patient receiving treatment will be allowed in the treatment area unless cleared by the therapist first.

## Late Policy:

Arrivals later than 10 minutes past your appointed time are considered late. If we are able to accommodate you, you will be seen after the appointed patients. If we are unable to accommodate you, you will be offered the next available appointment. If you fail to cancel your appointment at least 24 hours in advance, arrive late for an appointment, or simply fail to keep an appointment - you are considered a no-show.

For Active Duty, two no-shows will require a letter from your commander prior

to returning.

Others will be asked to return to their primary care manager to determine the necessity of the specialty service.

## <u>Operating Room /</u> <u>Central Material Service</u>

## **Hours of operation:**

Monday through Friday 0700-1530, or until last case is finished.

## **Phone numbers:**

301-677-8800

## Location:

2480 Llewellyn Ave (Kimbrough Main Bldg), 2nd floor, A wing (behind the elevators)

## Services rendered:

The Operating Room is a 4-room suite that supports elective outpatient surgery for the following surgical specialties:
Ear/Nose/Throat Surgery, General Surgery, Gynecology, Urology, Hand Surgery, Ophthalmology, Oral Surgery, Orthopedics, Pediatric Dentistry, Podiatry, Vascular, Plastic Surgery

The Operating Room performs over 200 cases per month using 3-4 rooms per day. Case length depends on the complexity of the surgical procedure.

The mission is to serve active duty, retirees, family members, and specially designated patients.

The population age range is from infants greater than 3 months to the geriatric patient.

Patients are scheduled for surgery through their referring surgeons. The surgeons may be assigned to Walter Reed Army Medical Center, National Naval Medical Center, Kimbrough Ambulatory Care Center, Annapolis Navy Medical Clinic, and the Pentagon.

## Other useful information:

Surgical patients need to call Same Day Surgery 301-677-8800 to make a preadmission appointment before surgery to complete necessary paperwork, testing, and receive instructions about their procedure and the surgery process. Patients also need to call Same Day Surgery after 1400 the day before surgery to find out their arrival time to the unit the day of surgery. The telephone number to Same Day Surgery is 301-677-8019/8020. Following surgery, patients will recovery in the Post-Anesthesia Care unit and return to the Same Day Surgery unit.

Surgical patients must have a responsible adult to escort and transport them home following their surgery or the case will be cancelled.

## **Pharmacy Services**

## **Hours of Operation:**

Monday-Friday 0730-1830

Location: Building 2480 Llewellyn Ave.

Enter Main Gate, right at third light (Ernie Pyle Street), take first right at four-way stop, then take first left into parking lot. Pharmacy is located near the Outpatient Clinic entrance

## Services rendered:

The Pharmacy Service is available to eligible beneficiaries of all ages. Medications dispensed are limited to those items contained on the KACC Formulary. The KACC Formulary can be accessed by clicking on the following link... KACC Formulary. A maximum of a 90-day supply will be dispensed for maintenance medications at any given time.

Patients enrolled in the Johns Hopkins Uniformed Services Family Health Plan are NOT eligible for the prescription medication benefit at KACC or any other military treatment facility.

## After-hours care:

When the KACC Pharmacy Service is closed, there are other options available to eligible beneficiaries if an emergent need arises. They are:

1. Other Military Treatment Facility Pharmacies within the NCA

Walter Reed Army Medical Center Phar-

macy (202) 782-4709 National Naval Medical Center Pharmacy (301) 295-2123 Malcolm Grow Medical Center Pharmacy (240) 857-4565

2. TRICARE Retail Network Pharmacies

If you are a TRICARE Prime enrollee in Region 1 or are 65 years of age or older, you can get a civilian prescription filled at one of the participating retail network pharmacies (e.g. CVS) for a modest co-pay (\$3 for generic, \$9 for brand name). For more information on this program go to www.tricare.osd.mil.

## Patient/KACC Prescription Release Form

Persons wishing to pick-up medications for family members over the age of 10 must have the patient's ID card or MEDDAC Form 757 (Authorization To Release Prescription Medications To Third Parties)

The release form is required in order to protect the patient's confidentiality (whether the patient is the sponsor, the spouse or the child). The signed form is valid for a year from the date of signature.

## Children and medication pick-up:

Patients 16 years of age and older may pick-up non-controlled prescription medications for themselves with a valid military identification card. Patients must be 18 years of age or older to pick-up controlled substance prescriptions.

## Other useful information

**Picking up a prescription** - Patients picking up a prescription are asked to obtain a number from the Q-Matic ticketing system. The number places the patient in a queue and directs the patient to a servicing "bank teller" window for prescription processing.

Prescription refills – There is a mandatory call in to the refill line. Please make use of the toll free automated prescription refill line at 1-800-248-6337. Ensure you have your prescription numbers readily available. An alternative method of requesting a refill is through the On-line Pharmacy Refill System. Requested refills can be picked up the next duty day after 1100 hours. Please allow 3 to 5 business days for special order medications.

## Active Duty/Same Day Surgery Priority

- Priority service will be rendered to active duty service members and patients who have undergone a surgical/invasive dental procedure will receive priority service. Priority service will be rendered Monday through Friday 0830-1700 hours (except Training Holidays).

**Prescription transfers** - Non-controlled prescriptions originally filled at another MTF may be refilled at the KACC Pharmacy Service. Controlled substance prescriptions and prescriptions originating from a civilian pharmacy will NOT be transferred.

Medication Cabinet - If you are TRI-CARE Prime at KACC, you may enroll for a class that will enable you to obtain certain over-the-counter medications from the Pharmacy without a prescription. For more information, contact Community Health Nursing at (301) 677-8800.

## Radiology

#### Clinic location:

Bldg. 2480, first floor in "A" wing.

## **Eligibility:**

We can honor requests for radiology studies for TRICARE beneficiaries. Non prime patients will be offered space available appointments.

## Services rendered:

We offer Diagnostic Radiology, Fluoroscopy, Mammography, Ultrasound and Computerized Tomography.

**Note** -- Radiology department holds in-service programs every Wednesday 0730-0830. Only emergency radiology is available during this time.

## Same Day Surgery

## **Hours of operation:**

0600 to 1930 Monday through Friday.

#### Phone numbers:

301-677-8800

#### Staff:

The SDS staff consists of Registered Nurses, and Licensed Practical Nurses specially trained to meet the needs of the patient population.

## Clinic location:

2480 Llewellyn Avenue, Fort Meade, MD

20755, 2nd Floor left of the elevators.

Same Day Surgery is located on the 2nd floor of Kimbrough Ambulatory Care Center, across from the Adult Medicine Clinic; take a left as you exit the elevators.

## Services rendered:

Same Day Surgery serves all ages. ASA category I and II patients are the primary population. ASA III and above may be served with approval by an anesthesiologist.

Various types of surgical procedures are performed in Same Day Surgery, to include eye, orthopedic, podiatry, vascular, gynecologic, plastic and urology surgeries.

Recovery is also done in Same Day Surgery for procedures performed in other clinics, such as colonoscopies, gastric procedures, and oral surgery.

## **Appointment information:**

A referral for surgery is required by a primary physician or surgeon.

The Pre-Admission section is open for appointments from 0800 to 1200. The number to book a Pre-Admission appointment is (301) 677-8020.

For surgery check-in time, call the day before your scheduled surgery between 1400-1530 (301) 677-8020

#### After hours care:

If the patient has a problem that warrants immediate attention please call the Adult Triage Line at (301) 677-8606 or (410) 674-8858. If there is an emergency they need to call 911 or go to the local emergency room for care.

Children in Clinic is uniform throughout Kimbrough: Children will not be routinely allowed in exam room unless they are directly seeking medical care. Children under age 10 must be in direct line-of-sight of parent or guardian at all times. Children over age 10 must have appropriate supervision and will remain in waiting area during parent's appointment.

## No show policy:

Arrivals later than 10 minutes past your appointed time are considered a no-show. We will do our best to accommodate you, but appointed patients will have priority. If you fail to cancel your routine appointment

for pre-admission or if you simply fail to keep an appointment for surgery; you are considered no show.

#### Other useful information:

Plan to stay approximately 1 hour for Pre-Admission. Plan to stay between 4-6 hours the day of your surgery. All procedures require that an escort remain present at Kimbrough during the duration of the surgical procedure.

## Specialty Care Clinic

#### Clinic location:

Building 2480 – Kimbrough Ambulatory Care Center (KACC) located at the corner of Ernie Pyle and Llewellyn Avenue. Enter KACC; take elevators to third floor; Specialty Clinic is located behind the elevators.

## **Children in the Clinic Policy:**

Children will not be routinely allowed in exam room unless they are directly seeking medical care. Children under age 10 must be in direct line-of-sight of parent or guardian at all times. Children over age 10 must have appropriate supervision and will remain in waiting area during parent's appointment.

## Late Policy:

If you are more than 15 minutes late, we may need to either reschedule you or see you at the end of the morning or end of the afternoon.

## **Dermatology Clinic**

## Frequency:

Once or twice per month from 0800 - 1530.

## **Services rendered:**

Full-scope dermatology care: to include diagnosis and therapy of dermatitis; eczema; psoriasis; acne; warts; infectious skin problems including viral, bacterial, and fungal disease; venereal diseases; blistering diseases; collagen vascular diseases; cutaneous manifestations of internal diseases; hair and nail problems; moles and other skin growths; assessment of premalignant and malignant skin lesions.

### **Appointment information:**

You must have a referral from a primary care provider. With this referral, call the clinic at (301) 677-8800.

After your initial visit with one of the Dermatologist, certain procedures (shave biopsy, punch biopsy, and excision biopsy) may be necessary for your particular condition. The specialty receptionist staff will schedule you for these appointments while you are at the clinic.

Appointments usually take about 20 - 30 minutes.

Medical records are sent to the clinic prior to your scheduled appointment.

There is no waiting list kept for Dermatology appointments neither at Walter Reed nor at Kimbrough. If appointments are not available at these two facilities and you are TRICARE Prime, contact your Health Benefits Manager to obtain advanced authorization before obtaining care outside the network.

## After hour emergency dermatology problem:

Not applicable

#### Other useful information:

Your Dermatologist will call you with any biopsy or lab results. If you have any difficulties after your visit, please call (202) 782-6174 and leave a message for your doctor. He/she will return the message as soon as possible.

ID cards are required at the time of your scheduled appointment and/or procedure. Please pick-up your medical health records prior to your appointment.

## **Gastroenterology Clinic**

## Frequency:

Monday - Wednesday 0800 – 1530 excluding federal holidays

## Services rendered:

GI serves males and females, 18 and older with a GI consult from your PCM. Though priority must be given to active duty soldiers, new and follow-up appointments are available to family members and retirees who are TRICARE Prime.

The GI staff schedules for GI procedures (Colonoscopy and/or EGD) once approved by a Gastroenterologist.

A flexible sigmoidoscopy can be scheduled once a referral is initiated by the

PCM.

## **Appointment information:**

A PCM referral is required to see a visiting Gastroenterologist, who is seeing patients in the Specialty Clinic at KACC.

For NEW and Follow-up GI patients, please call 301-677-8800 and ask to speak to an RN or LPN. Please note that GI is a specialty care clinic and we have visiting providers only and are limited to the appointments that are provided.

After your initial visit with a Gastroenterologist, certain procedures (colonoscopy and/or EGD) may be necessary for your particular condition. The specialty receptionist staff will schedule you for these appointments while you are at the clinic

If you are unable to obtain an appointment at KACC, please call WRAMC Gastroenterology Clinic at 202-782-6765

## **Children in the Clinic Policy:**

Please make arrangements for someone to care for your children while you have your appointment.

## **Emergency after hours care:**

For life and death emergencies, please call 911

## Other useful information:

Medical health records and ID card are required at the time of your scheduled appointment and/or procedure. Your medical health records are sent to the clinic prior to your appointment.

Consultation appointments usually take about 20 - 30 minutes.

## **Exercise Stress Tests** Frequency:

two to four times a month from 0800 - 1200, usually Tuesdays and Wednesdays

## **Services rendered:**

New evaluations, follow-ups, referral from the PCM are needed

## **Appointment information:**

A referral is required from your primary care provider With this referral, call the clinic at (301) 677-8800.

If you are unable to obtain an appointment at KACC, please call WRAMC Cardiology

At 202 782-3832

Medical health records and ID card are required at the time of your scheduled appointment and/or procedure. Your medical records are sent to the clinic prior to your appointment. Appointments usually take 30-40 minutes.

## Other useful information:

Be sure to obtain and follow the written instructions given to you regarding diet and proper dress for the stress test.

## Gynecology (GYN) Frequency:

Tuesday from 0830 - 1500

Services rendered: GYN serves females, who are 15 and older with gynecological problems.

## **Appointment information:**

You need a referral from a primary care provider. With this referral, call the clinic at (301) 677-8800.

After your initial visit with one of the GYN providers, certain procedures (Pap smear, endometrial biopsy, and/or excision biopsy) may be necessary for your particular condition. The specialty receptionist staff schedules these appointments.

Appointments usually take about 30 minutes.

## **Emergency after hours care:**

For life and death emergencies, please call 911.

## Other useful information:

Bring your ID card at the time of your scheduled appointment and/or procedure.

Your GYN provider will call you with any biopsy or lab results. If you have any difficulties after your visit, please call (202) 782-6114/6115 and leave a message for your doctor. He/she will return the message as soon as possible.

Patients who require infertility work-ups should have their primary care provider fax a consult to 202-782-3492 (patient information, social security number and patient telephone number should be on the fax) to make an appointment with the Reproductive, Endocrine & Infertility Clinic.

Patients who have an abnormal pap smear should make an appointment to see a provider in the Specialty Clinic to have a colposcopy scheduled. The PCM will notify you and submit a referral for any necessary follow-ups.

Patients should obtain a referral from their primary care provider for a urogynecological consult for urinary stress incontinence. This test is performed at Walter Reed. Call 202-782-1426 for an appointment.

All GYN surgery is done at Walter Reed, except for Same Day Surgery.

If your primary care provider recommends inpatient surgery, please call Walter Reed for an appointment at Walter Reed Medical Center GYN department at 202-782-6114/6115. The primary car manager must submit a WRAMC referral.

## **Obstetrics Clinic** Frequency:

Monday from 0730 - 1500

## Services rendered:

Obstetrics Clinic serves all pregnant females for routine, uncomplicated obstetric care. Bethesda, National Naval Medical Center Obstetrics Department will decide which patients are routine (and can be seen at KACC) or complicated and require follow-up at Bethesda for the length of the pregnancy.

## **Appointment information:**

A referral from a primary care provider is required in order to obtain an OB orientation and a new OB physical at the National Naval Medical Center, Bethesda, Maryland. This initial appointment may be made by calling 301-295-4400/4401. Upon completion, patients who have uncomplicated pregnancies may be seen at Kimbrough Ambulatory Care Center for follow-up care.

Transfer patients must have their first visit at the Bethesda Medical Center and, if they have completed their new OB Physical at another institution, they may receive their follow-up care at Kimbrough.

Patients on leave, TDY, or transient may be seen for routine OB care at Kimbrough if they have a medical record with an OB physical exam from their previous provider.

A pregnancy test can be obtained on a walk-in basis Monday- Friday 0800-1100 and 1300-1500 by going to your assigned team primary health care team (Red, White or Blue). All specimens will be serum (blood) tests. If taken before 1030 the results should be available the same day. To obtain results, please call your assigned team between 1600 and 1630 for same day results or between 0730 and 1630 any day after. Be prepared to provide name, sponsor's social security number and your code located at the bottom of the slip that will be given to you on the day of your test. If you are unable to call and want someone to call for you, they must have all the above information in order to receive your results. Any person without the above information will be required to come to the clinic with their ID card to receive the results.

#### Other useful information:

If you are less than 19 weeks pregnant and have a problem or concern with your pregnancy, please call the National Naval Medical OB Acute Care, Bethesda Maryland at 301-295-1438 and a triage nurse will speak to you.

If you are beyond 20 weeks of your pregnancy and have a problem or concerns with your pregnancy, please call National Naval Medical Center, Bethesda Maryland, Labor & Delivery at 301-319-5000.

If you are bleeding or have problems with your pregnancy, please do NOT come to Kimbrough. We do not have the capabilities to provide the care that you will require. You should contact the Bethesda OB Clinic at the above numbers or go to your nearest emergency room, if you cannot wait.

Due to limited provider staffing, we cannot perform blood pressure checks associated with pregnancy, unless it is associated with a routine OB visit. This is necessary because we do not have a full-time OB provider to evaluate the blood pressure on a daily basis and determine any necessary course of action based on the blood pressure results.

## **Pulmonary Clinic**

## Frequency:

Once or twice a month From 0900 - 1430.

## **Services rendered:**

Adult individuals diagnosed with asthma, COPD, Emphysema, and Bronchitis, as well as children with respiratory disease.

## **Appointment information:**

A referral is required from your primary care provider. With this referral, call the clinic at (301) 677-8800.

ID cards are required at the time of your scheduled appointment and/or procedure. Your medical records are sent to the clinic prior to your appointment. Appointments usually take 30 minutes.

## After hours emergency care:

For life and death emergencies, please call 911.

## Rheumatology Service

## Frequency:

Once or twice a month from 0830 - 1430.

#### **Services rendered:**

Rheumatology Service treats connective tissue disorders such are arthritis.

## **Appointment information:**

A referral is required from your primary care provider. With this referral, call the clinic at (301) 677-8800.

ID cards are required at the time of your scheduled appointment and/or procedure. Your medical records are sent to the clinic prior to your appointment. Appointments usually take 30 minutes.

If you are unable to obtain an appointment at KACC, please call WRAMC Rheumatology Clinic Front Desk Appointments that is only open 1400-1600 at 202-782-6734/6735. Appointments take about 30 minutes.

## After hours care:

For life and death emergencies, please call 911.

## **Urology Clinic** Frequency:

Weekly usually Thursdays from 0800 - 1600.

## **Services rendered:**

New and follow-up appointments are available at KACC Urology Clinic.

After your initial visit with a Urologist, certain procedures (cystoscopy, vasectomy, uroflow with bladder scan, etc.) may be necessary for your particular condition. The specialty receptionist staff will schedule you for these appointments while you are at the clinic

Urology serves adult males and females.

## **Appointment information:**

A referral is required from your primary care provider. With this referral, call the clinic at (301) 677-8800.

If you are unable to obtain an appointment at KACC, please call WRAMC Urology Clinic Front Desk at 202-782-6406/6407.

ID cards are required at the time of your scheduled appointment and/or procedure. Your medical records are sent to the clinic prior to your scheduled appointment. Appointments usually take 20-30 minutes.

#### After hours:

For life and death emergencies, please call 911.

## Other useful information:

Your Urologist will call you with any biopsy or lab results. If you have any difficulties after your visit, please call (202) 782-6406 or toll free at 1-800-433-3574, extension 8765 and leave a message for your doctor. He/she will return the message as soon as possible.

Vasectomy patients cannot drive themselves home. There is a 60-minute wait after the procedure to monitor vasectomy patients.\

## Walk-In Wound Care

## Frequency:

Monday – Friday from 0730 to 1130 and 1300 to 1530.

## Services rendered:

Walk-in wound care and suture removal is done Monday - Friday from 0730 to 1130 and 1300 to 1530. You must have a doctor's order for what is to be done, when the surgery was done and a discharge summary or some documentation noting when sutures are to be removed.

## **Preventive Medicine**

## Army Substance Abuse Program (ASAP)

## **Clinic location:**

Bldg. 2481 located behind KACC on Ernie Pyle St.

From Main Gate follow Mapes Road to the third light and turn left on Ernie Pyle. Follow Ernie Pyle and turn right on 85th Medical Battalion Avenue.

ASAP is the second yellow WW wood building on the right at the end of 85th. There is a large parking lot on the left.

## Services rendered:

ASAP serves Adult (age 18 years to 65 years) Active Duty Military Personnel having substance abuse problems (alcohol or drug abuse or dependence). ASAP provides initial assessments; medical evaluations; individual and group therapy; outpatient detoxification or referral for inpatient detoxification; referral to intensive outpatient programs, partial hospitalization programs, or residential rehabilitation programs; aftercare services; and referral to community support groups. Although the ASAP Clinical Consultant facilitates outpatient medical detoxification and admittance for hospital detoxification, the clinic can not accommodate any person with acute alcohol or drug intoxication or withdrawal. These patients should go directly to the nearest emergency room. ASAP also provides command consultation and education for family members with written consent of active duty patient sponsors.

Retirees, civilian employees and their family members age 12 and older can receive services through the Alcohol and Drug Control Office (ADCO) Employee Assistance Professional (EAP) Civilian Program Coordinator (CPC).

## **Appointment information:**

Active Duty Military Personnel may self-refer by walking into Building T-2456 or calling (301) 677-8546. Other types of referrals are Command Referrals, Investigation/Apprehension Referrals, Medical Referrals (SF 513 – Consultation Sheet), and Biochemical Referrals for individuals who have come up positive on urinalysis tests. Because the Alcohol and Drug Abuse Prevention and Control Program (ADAPCP) is a Commander's Program, ASAP must receive DA Form 8003 - Alco-

hol and Drug Abuse Prevention and Control Program (ADAPCP) Enrollment Form signed by the individual's company commander before the person can be formally evaluated. A counselor will meet with you or call back to schedule an appointment. Patients may call their counselor directly to schedule follow-up appointments.

Retirees, civilian employees and their family members are referred to the Alcohol and Drug Control Office Employee Assistance Program Civilian Program Coordinator is located in Bldg. 2481 and can be reached at (301) 677-8545.

## After-hours care:

If a substance abuse emergency - such as the need for detoxification (medical treatment for withdrawal), acute intoxication, or overdose should occur, individuals should report immediately to the nearest emergency room.

Support for individuals with substance abuse problems is available through the fellowships of Alcoholics Anonymous (AA), Narcotics Anonymous (NA), Alanon Family Groups or other support groups in the local community. Meeting lists are available at the ASAP or ADCO Offices and phone numbers for these fellowships are listed in telephone directories and at their various web sites.

## **Children in the Clinic Policy:**

The ASAP does not provide services for children, and patients are not able to participate actively in their treatment if accompanied by their children. Please make arrangements for childcare when you have a ASAP appointment.

## **No-Show Policy:**

Due to the ASAP being a Commander's program, counselor's notify patient's commanders whenever a patient misses an appointment.

## Other useful information:

Substance Abuse can be replaced by responsible drinking through education and behavioral changes. Substance Dependence is a disease that can be treated and managed to allow addicted individuals to live healthy, productive lives and to function successfully in their careers. Identification and intervention at the earliest pos-

sible time results in the highest likelihood of successful treatment outcome. Treatment works!

## **Behavioral Health Care Services**Clinic Location:

Bldg. 2481 located behind KACC on Ernie Pyle St.

## **Services rendered:**

The Behavioral Health Clinic serves only active duty service members of all services. The staff evaluates and provides treatment for a wide variety of mental health problems. Typical problems include depression, anxiety, and difficulty adjusting to challenging life situations. Patients receive treatment in individual and group formats. Patients seeking couple counseling are typically referred to Social Work Services.

## Educational Groups are offered for the following problems:

coping with depression, stress management, adjusting to military life, and single parenting issues. Remove this paragraph.

## **Appointment information:**

For an initial appointment please call 301-677-8895 or walk into the clinic and schedule at the front desk.

If you were seen recently and need a follow-up appointment, or if you have a special question, please call us directly at 301-677-8895.

In the event of a psychiatric emergency, during duty hours (0730-1600) please contact the clinic immediately at 301-677-8895. If your emergency occurs after hours, go immediately to the nearest Emergency Room. (Kimbrough Ambulatory Care Center does not have an emergency room.)

## Children in Clinic is uniform throughout Kimbrough:

Children will not be routinely allowed in exam room unless they are directly seeking medical care. Children under age 10 must be in direct line-of-sight of parent or guardian at all times. Children over age 10 must have appropriate supervision and will remain in waiting area during parent's appointment.

## Late Policy:

If you are more than 10 minutes late, we may need to reschedule you. Kimbrough's specialty care services guidance regarding no-shows is that after two failures to make your appointment (giving 24 hours notice), a letter from your commander may be needed to continue care.

## Other useful information:

Initial sessions usually take 45 minutes to an hour. Follow up sessions typically run 45 minutes. Groups may take an hour to an hour and a half.

Please bring your medical record to your initial appointment. You will need to fill out paperwork that typically will take 30-45 minutes to complete. Since initial, walk-in appointments are seen on a first come, first served basis, there may be a wait to be seen, depending upon the time you arrive and the number of other people ahead of you.

## **Community Health Nursing**Clinic location:

Bldg 2480, 3rd Floor, Wing 3B (left off elevator)

## **Services Rendered:**

Community Health Nursing plans, implements, and evaluates public health programs in order to establish activities to promote, protect, and restore the health of service members, their families, and other affiliated members/groups within the military community.

## **Health Promotion:**

Community Health Nursing provides/coordinates a variety of health education and promotional activities. Health education classes include: Tobacco Cessation, Childbirth Class, 10,000 Steps Program, Your Prescription For Good Health/OTC Card and OTC Renewal Class. The classes are open to active duty, their beneficiaries, retirees, and DoD employees. As requested, we participate in health fairs and community out-reach programs.

#### **Child and Youth Services:**

Community Health Nurses serve as health consultants to the Army Child Youth Services (CYS). We also conduct health inspections of the Child and Youth Service Centers and Family Child care (FCC) homes, and health education classes.

## **Travel Clinic:**

Preventive Medicine Service offers travel counseling to all active military members and their family members. Retired military families, DOD civilians traveling on official business and active duty reservists are also eligible for Travel Clinic appointments.

## **Exceptional Family Member Program** (EFMP):

The EFMP is a mandatory enrollment program that works with military and civilian agencies to provide coordinated services for family members with special medical or educational needs. The program helps to ensure that the family member's special needs are considered in the military assignment process. The EFMP at KACC assists military families with enrollment issues, resource coordination, assignment coordination, speech evaluations and Family Member medical screenings for overseas travel.

## **Communicable Disease Prevention:**

Community Health Nurses participate in the care of individuals who are exposed to diseases such as tuberculosis, hepatitis, sexually transmitted infections and other infections that can be transmitted from one person to another. Tuberculosis (TB) and sexually transmitted infection (STI) clinic care is routinely available. Individuals with exposure to other contagious diseases are followed by the CHN as necessary. Troop/community classes on STIs/AIDS/HIV and other communicable diseases are available by request.

## **Children in the Clinic Policy:**

Children are allowed in clinic.

## Late Policy:

If patient's are more than 15 minutes late, they may reschedule their appointment or wait to see if their provider can fit them into their schedule without impacting on the next patient's schedule.

## Industrial Hygiene

## **Hours of Operation:**

Monday - Friday 0700-1800

## **Phone Number:**

301-677-8800

## **Clinical Location:**

2nd Floor, Turn right off elevator

#### Services rendered:

The mission of IH is to provide a safe and healthy working environment for all military and civilian employees assigned to Fort Meade through the anticipation, recognition, evaluation and control of environmental stressor associated with work and work operations that may cause sickness, impaired health and well being, significant discomfort or inefficiency among workers or citizens of the community. In a nutshell, Industrial Hygiene investigates occupational exposures, indoor air quality issues and conducts the health hazard inventory program for the post.

## Occupational Health Clinic

## Clinic location:

Bldg. 2480, 2nd floor, turn right when exiting the elevator

## **Eligibility:**

Active duty military, appropriated and non-appropriated federal civilian employees.

## Services rendered:

Occupational Health focuses on the readiness, protection, promotion, restoration, and preservation of health for workforce of Fort George G. Meade, Maryland. Goals are directed towards improving employee morale and productivity, reducing liability related to health hazards and risks, and meeting legal and morale obligations to provide a safe and healthy work environment.

- Job related health surveillance, administrative medical exams (preemployment, medical determination, fitness for duty, termination)
- Reproductive hazard surveillance
- Hearing and vision conservation
- Respiratory protection (medical clearance)
- Employee immunizations
- Illness absence monitoring
- Worksite hazard assessments
- Care for job-related injuries/illnesses
- Epidemiological investigations
- Health promotion, counseling, education, training
- Medical records management federal civilian employees
- Case management, investigation, analysis of injury/illness episodes,

- trends, and methods to promote and protect worker health and safety
- Management and administration of employee health services, including policy development/cost containment issues
- Compliance with regulations and laws governing safety and health for workers and the work environment

## **Appointment information:**

Routine appointments are scheduled through the Occupational Health Clinic Appointment Clerk, (301) 677-8402. Walk-in appointments are available for counseling, patient education, job-incurred injuries/illnesses, illness absence monitoring, and blood pressure monitoring. In the event of excess demand for Occupational Health Services, care provider schedules are re-evaluated to accommodate acute request and/or backlog rosters are maintained to incorporate requests as soon as possible. Occupational Health strives to ensure waiting times do not exceed 30 minutes. Injuries: Supervisors are required to accompany federal civilian employees to the OH Clinic.

## Waiting Time / Late Policy:

Pre-employment, medical surveillance, and nursing health appraisals are seen in 20 minute intervals. Patients are requested to arrive 15 minutes in advance to complete necessary documentation. If patients arrive more than 15 minutes after their scheduled appointment, they may re-schedule their appointment or wait to see if their provider can fit them into their schedule without impacting on the next patient(s) schedule. Walk-ins are accommodated between scheduled appointments, as soon as possible.

## **Children in the Clinic Policy:**

"Children will not routinely be allowed in exam room unless they are directly seeking medical care. Children under age 10 must be in direct line-of-sight of parent or guardian at all times. Children over the age of 10 must have appropriate supervision and will remain in waiting area during parent's appointment."

## After hour emergency:

Federal civilian employees requiring "after hours care" will report to the after-hours clinic in the Kimbrough Ambulatory Care Center, (301) 677-8800, and/or call 911 or go to the nearest emergency room.

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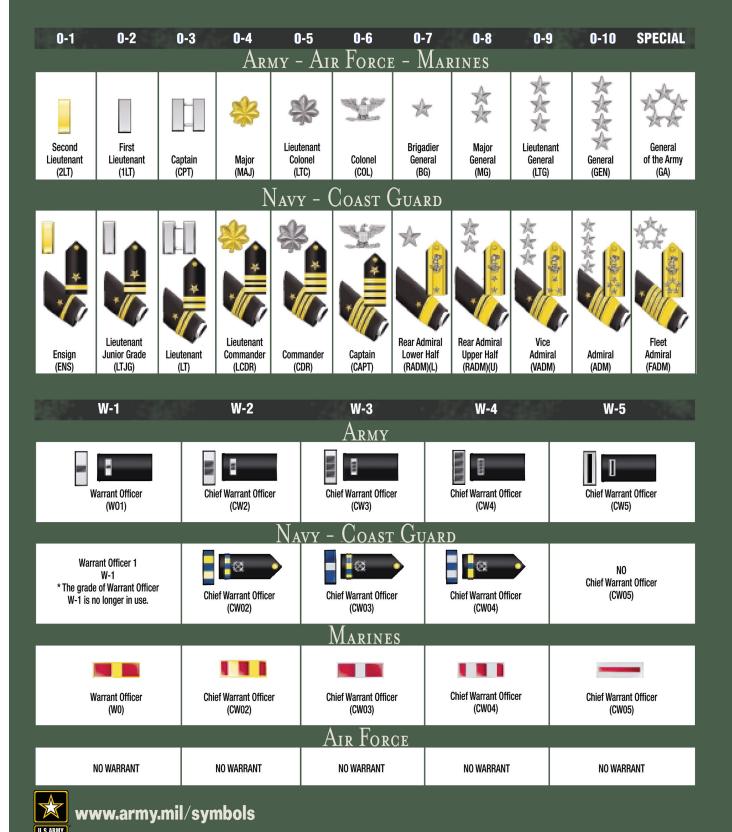
## **ENLISTED**

E-1	E-2	E-3	E-4	E-5	E-6	E-7	<b>E-</b> 8	E-9	SENIOR Enlisted Advisors
$A_{RMY}$									
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Private E-1 (PV1)	Private E-2 (PV2)	Private First Class (PFC)	Specialist (SPC)	Sergeant (SGT)	Staff Sergeant (SSG)	Sergeant First Class (SFC)	Master First Sergeant Sergeant (MSG) (1SG)	Command Sergeant Sergeant Major Major (SGM) (CSM)	Sergeant Major of the Army (SMA)
Marines									
no insignia									
Private (Pvt)	Private First (PFC)	Lance Corporal (LCpl)	Corporal (Cpl)	Sergeant (Sgt)	Staff Sergeant (SSgt)	Gunnery Sergeant (GySgt)	Master First Sergeant Sergeant (MSgt) (1stSgt)	Master Gunnery Sergeant Sergeant Major (MGySgt) (SgtMaj)	Sergeant Major of the Marine Corps (SgtMajMC)
Air Force									
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Airman Basic (AB)	Airman (Amn)	Airman First Class (A1C)	Senior Airman (SrA)	Staff Sergeant (SSgt)	Technical Sergeant (TSgt)	Master First Sergeant Sergeant (MSgt) (E-7)	Senior Master First Sergeant Sergeant (SMSgt) (E-8)	Chief Command Master First Chief Master Sergeant Sergeant (CMSgt) (E-9) (CCM)	Chief Master Sergeant of the Air Force (CMSAF)
Navy									
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Seaman Recruit (SR)	Seaman Apprentice (SA)	Seaman (SN)	Petty Officer Third Class (PO3)	Petty Officer Second Class (PO2)	Petty Officer First Class (P01)	Chief Petty Officer (CPO)	Senior Chief Petty Officer (SCPO)	Master Force or Fleet Chief Petty Command Master Officer Chief Petty Officer (MCPO) (FORMC) (FLTMC)	Master Chief Petty Officer of the Navy (MCPON)
Coast Guard									
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Seaman Recruit (SR)	Seaman Apprentice (SA)	Seaman (SN)	Petty Officer Third Class (PO3)	Petty Officer Second Class (PO2)	Petty Officer First Class (PO1)	Chief Petty Officer (CPO)	Senior Chief Petty Officer (SCPO)	Master Command Chief Petty Master Officer Chief (MCPO) (CMC)	Master Chief Petty Officer of the Coast Guard (MCPO-CG)



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## **OFFICERS**



## **Helpful Internet URLs:**

Kimbrough Ambulatory Care Center Walter Reed Army Medical Center

Fort Meade

Barquist Army Health Clinic

Dunham U.S. Army Health Clinic

Kirk U.S. Army Health Clinic

http://www.narmc.amedd.army.mil/kacc/

http://www.wramc.amedd.army.mil/

http://www.ftmeade.army.mil/

http://www.detrick.army.mil/detrick/tenants/barquist/barquist.cfm

http://carlisle-www.army.mil/dahc/dunhamhome.htm

http://www.narmc.amedd.army.mil/kusahc/

## Maps of Ft. Meade and Kimbrough Ambulatory Care Center

